

Spec. Code:	4072
Occ. Area:	15
Work Area:	210
Prob. Period:	6 mo.
Prom. Line:	None
Effective Date:	11/01/16
Last Action:	Rev.

PROPERTIES TECHNICIAN

Function of Job

Under general supervision, to be responsible for the maintenance, operation, and repair of specialized departmental properties.

Characteristic Duties and Responsibilities

A Properties Technician

1. is responsible for the issuance, receipt, custody, inventory, maintenance and recordkeeping of departmental properties (such as technical equipment and power and hand tools);
2. is responsible for the security of departmental properties, work areas, and/or exhibit rooms;
3. is responsible for the requisition, receipt, checking, and storage of departmental supplies, materials;
4. regularly inspects/evaluates, performs preventative maintenance and/or repairs on equipment and machinery; recommends replacement; moves equipment; diagnoses building malfunctions;
5. develops and/or implements a preventative maintenance program to assist with health and safety maintenance issues during the use of department properties and in studios; develops and implements related policies or procedures;
6. instructs students, faculty, and staff in the selection and correct operation of tools and equipment;
7. builds structures (such as shipping crates, sculpture stands, picture frames, bookcases) for departmental equipment;
8. crates/uncrates and installs exhibitions, instruments, or other departmental equipment;
9. orders and/or prepares chemical solutions, compounds, solvents, and materials used in departmental activities;
10. consults with and/or makes recommendations to higher level personnel concerning organization (arrangement), planning, budgets, purchases, and use of departmental properties or facilities;

11. prepares specifications, analyses of unit costs, work orders and labor estimate requests;
12. may serve on planning/coordinating committees of groups that use departmental properties or facilities;
13. may supervise subordinates or students as assigned; coordinates and directs activities of subordinates/students;
14. performs related duties as assigned.

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling two (2) years (24 months) from the following categories:
 - A. Work experience requiring the use of hand and power tools
 - B. Vocational training in any area/field of study requiring the use of hand and power tools
 - C. College training in any area/field of study requiring the use of hand and power tools as measured by the following conversion table or its proportional equivalent:
 - 30 semester hours equals one (1) year (12 months)
 - 60 semester hours equals two (2) years (24 months)

Amounts of the various types of experience or training less than those defined above as being equivalent to 1.0 unit should be converted to decimal equivalents and added together when computing combinations of the different types of preparation listed above.

KNOWLEDGES, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of safety factors necessary to the operation of equipment and hand/power tools and associated with the creation of projects and settings.
2. Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
3. Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
4. Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
5. Knowledge of administrative and clerical procedures and systems and skills in the use of computers (such as word processing, e-mail, spreadsheet to setup functions, enter data, process information, manage files and records) and printers.

6. Skill in the operation of equipment and hand/power tools.
7. Skill in teaching others how to do something.
8. Skill in managing ones own time and the time of others.
9. Ability to maintain and perform minor repair on hand/power tools.
10. Ability to communicate to and work effectively with students, faculty, and staff.
11. Ability to be professional, collegial, and cooperative when working with faculty, staff, and students.
12. Ability to inspect equipment, structures, or materials to identify the cause of errors or other problems or defects.
13. Ability to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
14. Ability to develop specific goals and plans to prioritize, organize, and accomplish your work.
15. Ability to easily adapt to changing work assignments and effectively prioritize tasks.
16. Ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
17. Ability to use hands and arms in handling, installing, positioning, and moving materials, and manipulating things.